

Quick Reference Card

OM Reports available in BI (Sorted alphabetically by report title)

Transaction Code	Report Group	Report Title	Report Description
B0117	Position Counts	Active Position Counts	<p>This report lists all exempt positions by these positions types:</p> <ul style="list-style-type: none"> ▪ Policy making position set by Governor (appointed) ▪ Managerial (approved position) ▪ Policy making - confidential assistant ▪ Policy making - confidential secretarial ▪ Council of State ▪ Governor's cabinet ▪ Lieutenant Governor's staff ▪ EPA Statutory positions ▪ Chief Deputy ▪ Misc. EPA Statutory positions ▪ Governor's Office-Housing Finance <p>The report will include the date that a person was placed in the position, which is a GS 126-5(d)(3) requirement.</p>
B0126	Vacancy	Dashboard: Vacancy Rate	To be determined. (At the time of this printing, the report description was under development.)
B0029	EEO	EEO Planning by Org Structure	This report provides a schematic of the RFP-SOC code and how it relates to the Federal government's 8-category system To assist agencies with EEO plans, the org unit to job family to job to position relationships will be provided.
B0165	Job Attributes	Job Attributes	Report shows various aspects of job data such as job titles, SOC code, T-grades, and banded.
B0055	Labor	Labor Force Trends	This report provides historical date to evaluate labor trends related to the general population and labor force.

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B0056	Vacancy	Lapsed Salary	This report will provide managers with the amount of unused salary budget for vacant positions to use for temporary or other positions.
B0063	Legislative Increase	Legislative increase reports by position	<p>For budgetary purposes, this report lists the total number of positions and the total number of employees in each position.</p> <p>For example, this report will help determine the legislative increase for filled positions (filled positions get increase on position salary) and the increase to budgeted salary for unfilled positions.</p>
B0070	Oncall	On-call Eligibility List	This report lists employees who are eligible to work on-call and their on-call rate.
B0071	Org. Structure	Organizational Hierarchy	This report provides the required data need to create organization charts. Data includes org unit, financial key, supervisors and subordinate employees. Employee data will include name, title, salary, grade and step.
B0077	Position Attributes	Position Attributes	A listing on position number and salary by budget code, fund, and object. This report lists the total salaries per budget code fund object and personnel classifications by OSP.
B0078	Position Attributes	Position attributes - dates for hiring	This report lists the hiring “trigger” date given a position’s start date.
B0113	Position Counts	Position Changes by Period	This report shows all position actions for a time period.

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B0118	Position Counts	Position Counts Over Time	This report lists both position and vacancy growth for three time periods. The report will be aggregated by permanent, temporary, and exempt positions by department or division.
B0149	Position by Funding Source	Positions by Funding Source	This report lists the total number of full time positions by funding source. The report also includes salary totals.
B0076	Legislative	Senate Bill 222 IT Expenditures Report (Planned Personnel Expense by cost center)	This report provides the required personnel salary information used to prepare the IT Expenditures report.
B0096	Org. Structure	Supervisor/Employee Relationships	This report lists supervisors and the employees who report to them. Shows name, title, and salary of the supervisor and the same for the employees. The report can be sorted by name, section or position number. There is also a position or employee option so that the information can be sorted based on employee information or supervisor information. The report includes a subhead extract. The report accommodates span of control reporting.
B0169	Vacancy	Vacancy History (Last 12 Months)	This report provides a history of position vacancy for the previous 12- month period.
B0168	Vacancy	Vacancy Postings	This report lists all Open Vacancy Postings
B0104	Vacancy	Vacancy Report	This report lists vacant positions by department or division.